

LANCASTER COUNTY BUILDING ADMINISTRATOR

NATURE OF WORK

This is responsible administrative and technical work managing the operations of the Lincoln Lancaster County Public Building Commission. Primary responsibilities include planning, directing, and coordinating all activities of the Public Building Commission. In addition the position is responsible for the management of outside structures of the Public Building Commission, City and County owned facilities. This is an unclassified position.

Work involves responsibility for managing and maintaining assigned property, negotiating lease agreements, establishing rental rates, and preparing fair and accurate real estate appraisals, separately owned by the County or City. Work includes overall responsibility for maintaining all Buildings under the Public Building Commission's control and other buildings including supervising all phases of building construction, repair, maintenance and cleaning activities. An employee in this class will work with designated architectural and engineering firms in developing specifications for renovation and construction of assigned properties. Work also involves receiving and accounting for rental receipts; analyzing assigned property as to its surplus nature; purchasing products and services necessary for maintaining and repairing assigned property; supervising the payment and disbursement of funds; and preparing the departmental budget and monitoring budgetary expenditures. Work is performed under the general policy direction of the Public Building Commission with the incumbent being held accountable for the duties and responsible for the results achieved.

EXAMPLES OF WORK PERFORMED

Supervise all phases of building maintenance, repair and cleaning activities of assigned buildings and real estate, including reviewing and negotiating maintenance contracts, approving the payment of bills incurred, establishing specific guidelines for the maintenance staff, developing a preventative maintenance program, analyzing requests for renovation and supervising bid letting and subsequent construction.

Manage and maintain assigned properties in a safe, sanitary and habitable condition including supervising maintenance and repair activities; work with designated architectural and engineering firms in developing specifications for renovation and construction of assigned properties.

Establish rental rates; receive and account for rental receipts, payments and disbursements; prepare the departmental budget and monitor budgetary expenditures.

Prepare fair and accurate real estate appraisals; negotiate lease agreements for assigned property.

Purchase products and services necessary for maintaining assigned property.

Prepare reports for public improvement projects, including alternatives relating to cost and effects; collect, correlate and submit data for environmental impact studies and public hearings.

Manage an environmental division which provides the Public Building Commission as well as other County and City departments environmental services, testing and consulting.

Manager the parking garage(s) and lots, building services and custodial activities for all occupied facilities;

Prepare the budget for approval by the County Commission and administer the budget for all facilities; complies all reports on the finances, bonds, and tax collection; evaluates and prepares statistical and analytical reports on space utilization, energy usage, and costs for proposed services or programs.

Prepare request for, or initiates, improvements, additions, or changes to the Building Commission's property, makes recommendations to the Commission and oversees their implementation.

Negotiate, administer, and oversee contracts and service agreements for building operations and construction activities. Evaluates and maintains Building Commission compliance with local, state, and federal rules, regulations, and laws.

Serve on committees or tasks forces at the direction of the Building Commission.

Works with Building Commission members and City and County administrative personnel to improve cooperation and develop policies and objectives.

Directs the implementation and coordination of security systems and controls.

Perform special assignments or duties as assigned by the Public Building Commission.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of local real estate practices and laws, property management functions, and property identification and location systems.

Thorough knowledge of real estate property management functions including renting, maintaining, insuring and selecting tenants.

Knowledge of accounting procedures, budget preparations, and modern management record keeping techniques, including the use of the computer.

Knowledge of the principles of supervision, organization and administration.

Some knowledge of mechanical and structural engineering principles in understanding plans and specifications.

Some knowledge of governmental practices relating to public improvements.

Ability to perform technical research, provide independent analysis, and to interpret guidelines and regulations.

Ability to prepare or supervise the compilation of reports covering real estate holdings by type, value, rental income and location.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with City and County Division employees, realtors, tenants and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in business administration, public administration or related field, including specialized course work in real estate appraising or management and thorough experience in real estate, property management and maintenance.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business administration, public administration or related field, plus considerable experience in property management and maintenance; or any equivalent combination of training and experience which would provide the desirable knowledge, abilities and skills.

DESIRABLE SPECIAL REQUIREMENT

Certified Property Manager designation from the Institute of Real Estate Management or comparable designation from Building Owners and Managers Association is desirable at time of appointment.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Nebraska Real Estate Broker's License is required at time of appointment.

Approved by: _____
County Board Chair

Personnel Director

11/2005